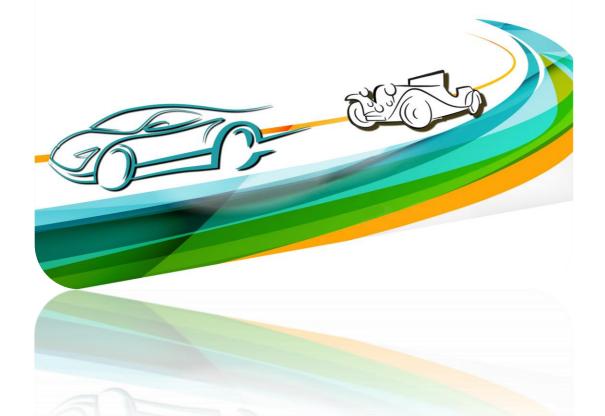
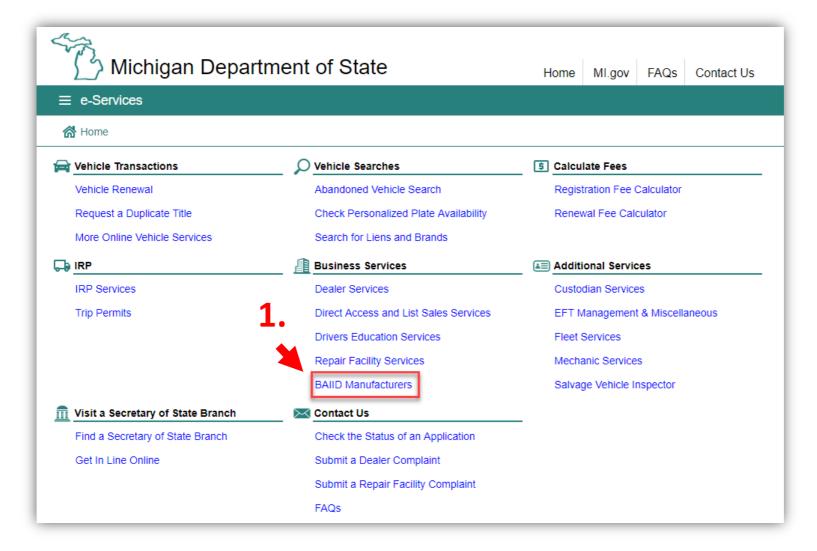
## **CARS e-Services** A new era begins

Michigan Secretary of State – Here to serve you



# **BAIID** Manufacturer Authentication

Use the hyperlink in the letter or email you received from the Secretary of State's Office to connect with CARS e-Services and select "BAIID Manufacturers."





### Select "Manufacturer Login."

## Michigan Department of State

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**≡** BAIID Manufacturer Services



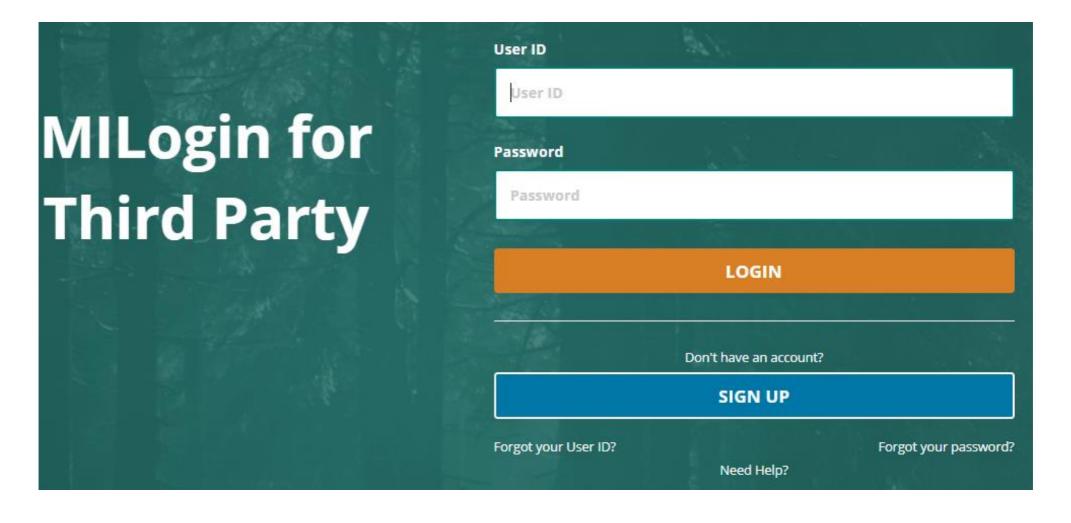
#### **BAIID Manufacturers**



Manufacturer Login

Login As a BAIID Manufacturer

You must have an account with the state of Michigan MILogin system. Select "SIGN UP" if you **DO NOT HAVE** a "MILogin for Third Party" account. Enter your "User ID" and "Password" if you have a Third Party MILogin account (and skip to slide #7).



#### **Create Your Account**



#### **Profile Information**

Enter your profile information as prompted. Fields with a red asterisk are required.

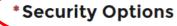
Enter your profile information			
* Required			
*First Name	Middle Initial	*Last Name	Suffix
*Email Address		*Confirm Email Address	
By providing an e-mail address, a ne	ew PIN can be sent to you to help with re	setting a forgotten password.	
*Work Phone Number		Mobile Number	
		By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.	
*Verification Question: Which word	from list "carload, exact, assail, porti	folio" contains the letter "p"?	
☐ I agree to the terms & condition	s.		
NEXT	RESET		

#### **Security Setup**

Provide user id and password information to complete your profile



Enter your security setup information and follow the screen prompts. Make sure to follow all of the security guidelines carefully.





To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

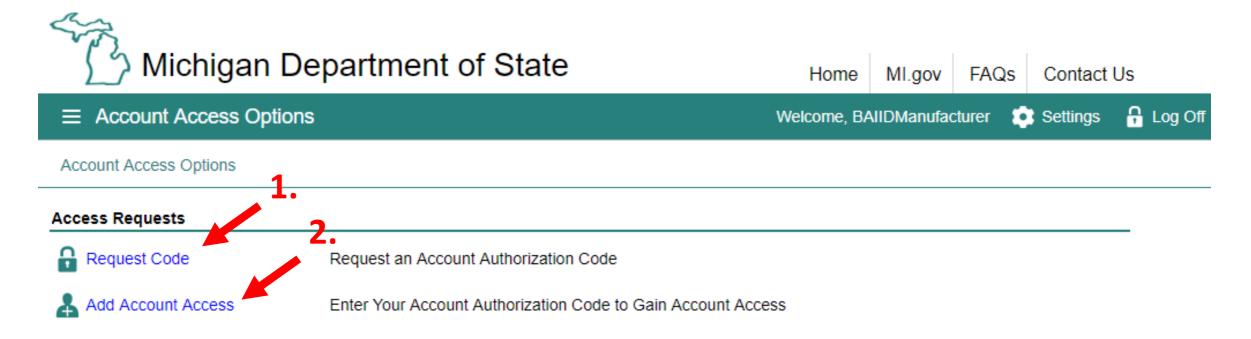


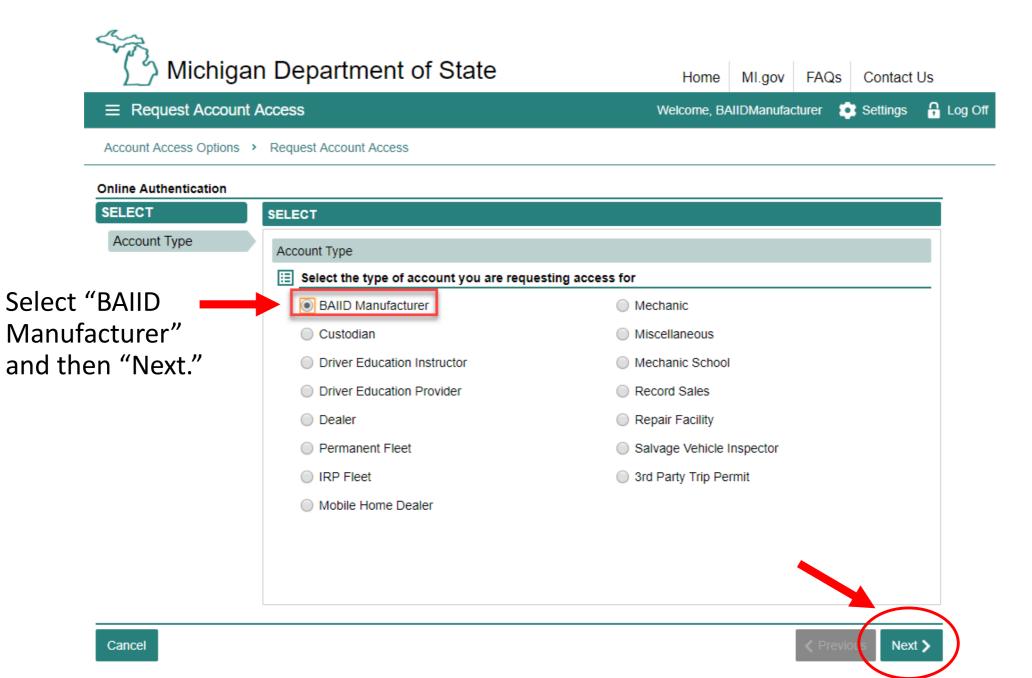


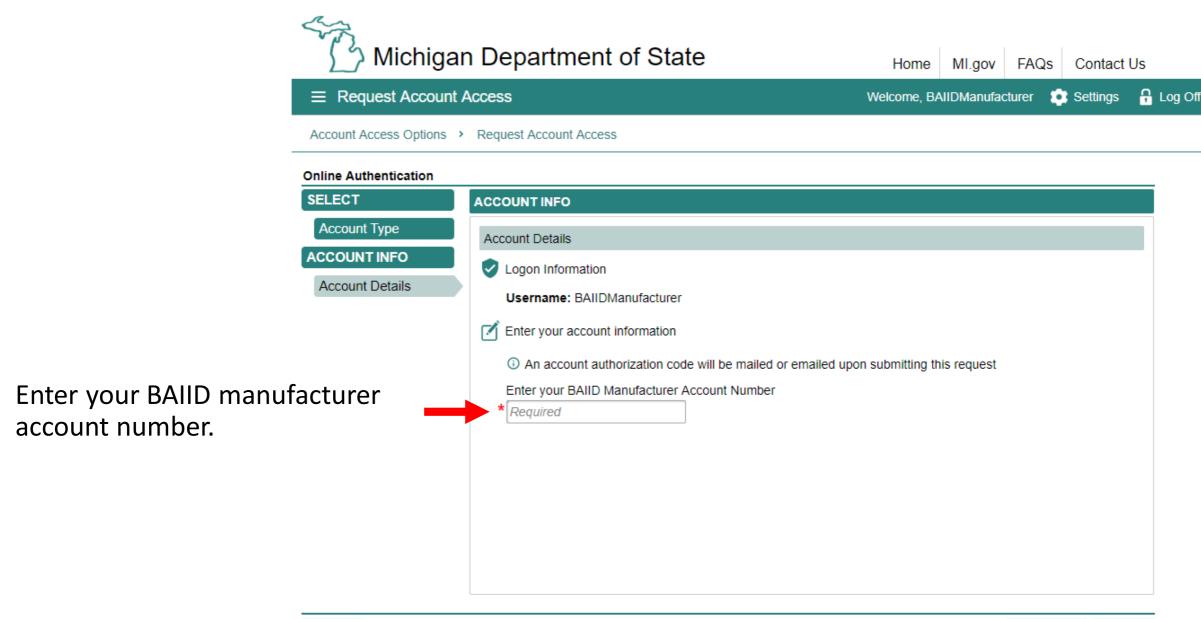


BACK

- 1. Select "Request Code" if you do not have an authorization code. The authorization code allows you to access your CARS e-Services account.
- 2. If you already have your authorization code, select "Add Account Access" and skip to slide #14.

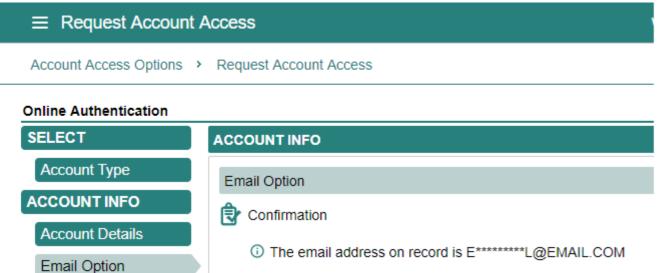






Cancel

⟨ Previous Next ⟩



Yes

Mailing Details

Would you like to receive your authorization code by email?

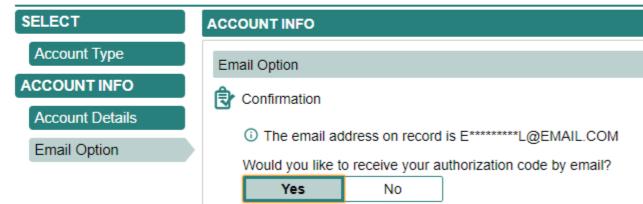
No

The token will be mailed to the address on record

**≡** Request Account Access

Account Access Options > Request Account Access

#### Online Authentication



Indicate if you would like to receive your authorization code by email or mail and confirm your decision when prompted.



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■ Request Account Access

Welcome, BAIIDManufacturer



Log Off

Account Access Options > Request Account Access

#### Online Authentication

SELECT

Account Type

ACCOUNT INFO

Account Details

Email Option

Summary

SUMMARY

: BAIIDManufacturer Username

Action : Requesting an Account Authorization Code

Account Type : BAIID Manufacturer

Account Number : 12-123456

: The account authorization code necessary for granting you online access will Notice

be mailed to your address on file.

Select "Submit."

Cancel



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Welcome, BAIIDManufacturer





Account Access Options > Request Account Access > Confirmation



#### Confirmation

**≡** Confirmation

Your submission has been submitted and your confirmation number is 0-000-008-668.

Printable View

OK



Select "OK."

To continue, you must have your authorization code. Choose "Add Account Access."



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■ Account Access Options

Welcome, BAIIDManufacturer





Log Off

Account Access Options

#### **Access Requests**



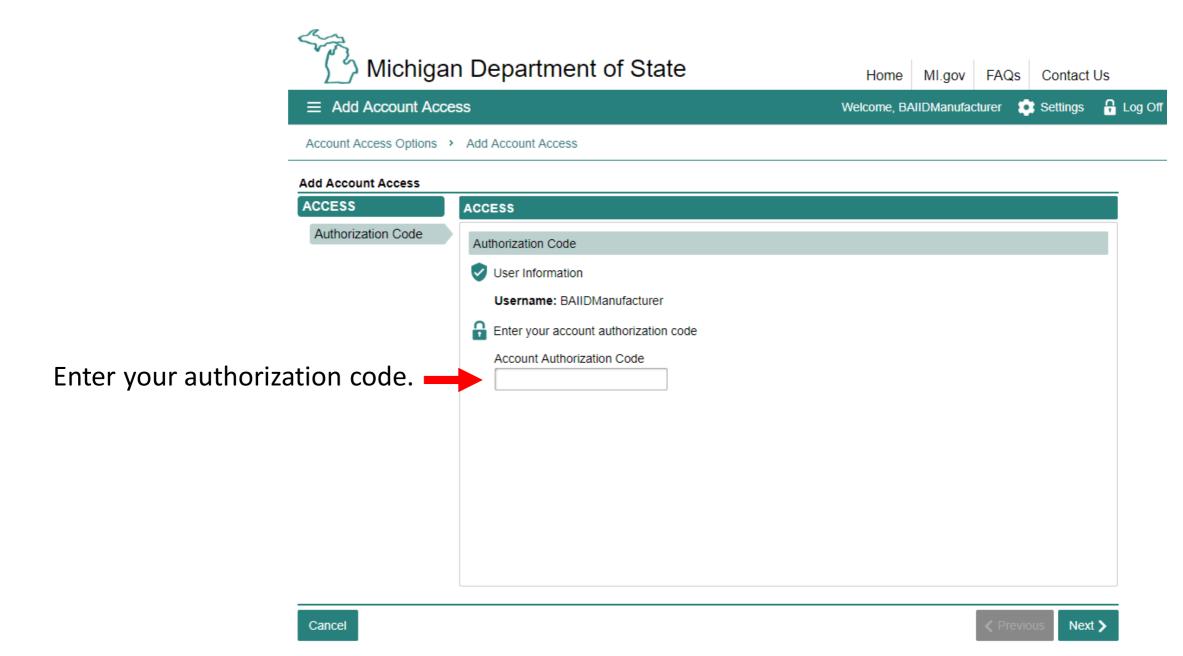
Request Code

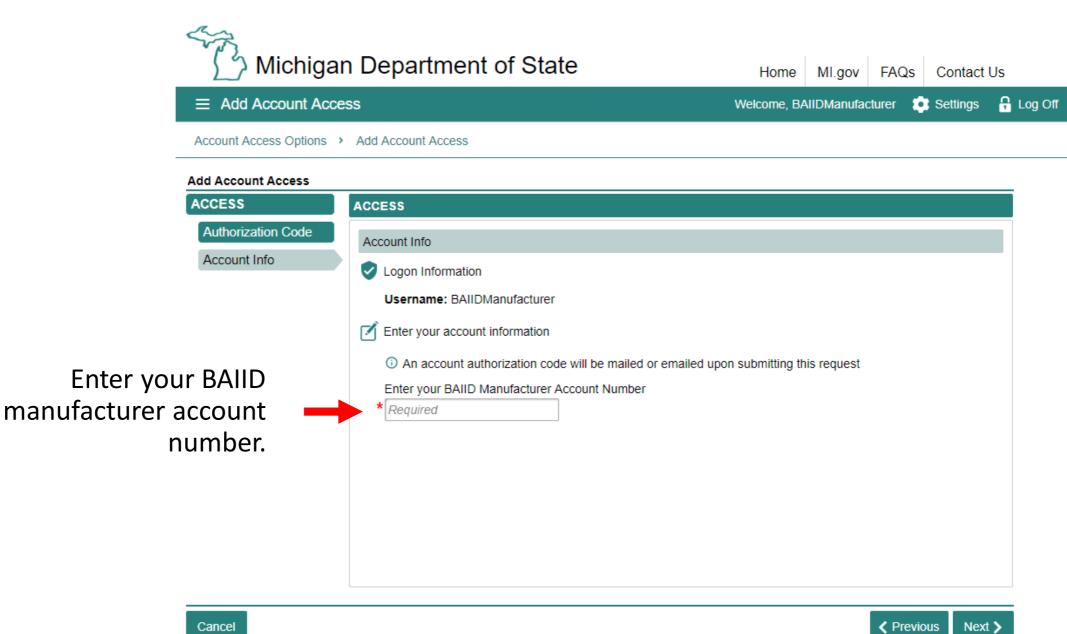


Add Account Access

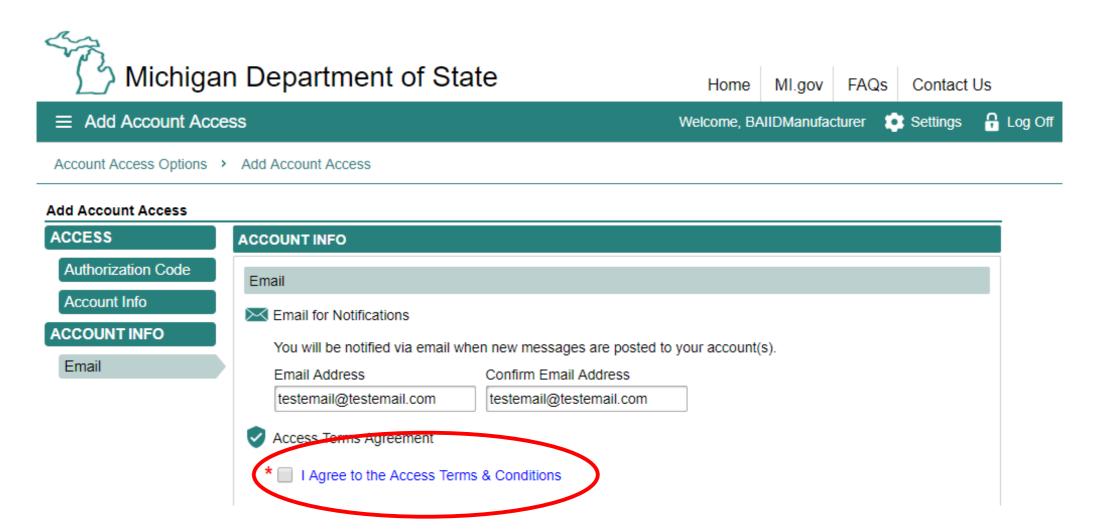
Request an Account Authorization Code

Enter Your Account Authorization Code to Gain Account Access





Make sure to agree to the "Terms & Conditions" by selecting the check box or you won't be able to continue.





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■ Add Account Access

Welcome, BAIIDManufacturer



Settings



Account Access Options > Add Account Access

#### **Add Account Access**

#### ACCESS

Authorization Code

Account Info

ACCOUNT INFO

Email

Summary

#### SUMMARY

Username : BAIIDManufacturer

Action : Adding Account Access

Account Type : BAIID Manufacturer

E-Mail Address : testemail@testemail.com

> If all of the information is correct, select "Submit."



Cancel



Congratulations, you have reached your CARS e-Services business account "springboard." This is where you will view and manage your business accounts associated with the Secretary of State's Office. Always remember to log off when you are finished.

